

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

02-31

☐ Other☒ Amendment Number:

000001

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2011

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Stakeholder Engagement Support

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.4

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 03/07/2011 To 11/30/2011

Comments:

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

12/16/2008 To 11/30/2011

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

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FAX Number:

(Signature)

(Date)

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Branch/Mail Code:

Phone Number: 202-564-6808

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(Date)

Contracting Official Name Renita Tyus

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(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number: EP-C-08-010

Contractor: Scientific Consulting Group, Inc

Work Assignment Number: 02-31 Amendment 1

A. Title: Stakeholder Engagement Support for Technology Innovation and Research Activity under Safe and Sustainable Water Resources Program

B. Estimated Period of Performance: CO Approval – November 30, 2011

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D. Background Information

EPA's Office of Research and Development (ORD) is pursuing the necessary steps to achieve USEPA Administrator Jackson's goal to develop and deploy innovative environmental technologies in a manner that results in economic growth while protecting human health and the environment. This goal would, in part, be accomplished through the establishment of regional technology innovation clusters (RTIC). A goal of the RTIC collaboration is to establish the region as a global leader in sustainable environmental technology innovation, with an initial emphasis on water. The mission is to develop and

commercialize innovative technologies to solve environmental challenges and spur sustainable economic development and job creation. Objectives include:

- Develop, test, and commercialize technologies, with an initial focus in water
- Attract the best and brightest scientists and entrepreneurs
- Promote economic development through the creation and attraction of jobs and investment
- Become the world's source for practical solutions and sustainable practices

The Cluster activity is one complementary subset of EPA's efforts to identify sustainable environmental technologies and tools. In the bigger picture, EPA's ORD is realigning its current Drinking Water and Water Quality Research programs into a single research program called Safe and Sustainable Water Resources (SSWR). The SSWR research program will strive to develop sustainable solutions to 21st century problems by integrating research on social, environmental, and economic outcomes in solving the water resource problems of the 21st century.

The SSWR research framework currently includes five programmatic challenges:

1. Cost effective nutrient pollutant reduction strategies that protect aquatic ecosystems from nutrient pollution and enable recovery/restoration of impacted waters.
2. More efficient and effective in managing and/or regulating both known and emerging chemicals of concern.
3. Regulatory strategies to protect human health from new and emerging pathogens.
4. Tools, technology, and approaches for sustainable water infrastructure that ensures public health protection.
5. Systems approaches to protect watersheds, including groundwater resources, in order to better restore and protect sustainable water resources.

Based on initial planning, focal problems under SSWR have been categorized into six areas: Energy & Mineral extraction/injection, Nitrogen & Phosphorus Pollution, Agriculture-Food & Energy, Watershed Ecosystem Protection, Built Infrastructure, and Chemicals/Microbials. Current planning activity is focused on formulating science questions within this framework. Next steps include a Scientist-to-scientist stakeholder meeting scheduled March 14-15 2011, and further development of the SSWR Research Portfolio.

The purpose of this Amendment is to provide technical/logistical support for the upcoming Scientist-to-scientist SSWR stakeholder meeting scheduled March 14-15 2011 in Cincinnati, Ohio.

E. Performance Work Statement

Task 1: Technical support for the SSWR Scientist-to-scientist stakeholder meeting scheduled March 14-15 2011 in Cincinnati, Ohio.

This task involves contractor support for preliminary planning, on-site activities, and post-meeting report preparation and distribution associated with convening the Scientist-to-scientist SSWR stakeholder meeting scheduled March 14-15, 2011, at the Hilton Cincinnati Netherland Plaza hotel in Cincinnati, Ohio.

1. Meeting Support:

The contractor shall provide technical support for the SSWR stakeholder meeting to be conducted at the Hilton Cincinnati Netherland Plaza hotel in Cincinnati, Ohio.

Approximately 200 participants are anticipated to attend the Scientist-to-scientist stakeholder meeting. The stakeholder conference is anticipated to cover a duration of two calendar days. The contractor is not responsible for logistical support associated with obtaining hotel services and space issues. The meeting is scheduled for March 14-15, 2011. Below is a description of the type of meeting support that shall be provided.

1.1 Space and conference equipment

The contractor will not provide space and conference-wide equipment as these needs will be provided by the hotel services.

1.2 Meeting preparation

The contractor shall:

- Collaborate in the development of the meeting agenda and planning of the technical meeting strategy with the EPA project workgroup and possibly other external collaborators. The EPA WA COR will provide technical direction as appropriate.
- Further develop, prepare, and distribute meeting agendas, electronic invitations to attend meetings, and tracking responses to invitations, as appropriate and needed. The meeting agenda shall be developed in coordination with an EPA project workgroup, and possibly other external organizations and consultants
- The contractor shall develop presentation slides for the stakeholder meeting as appropriate and determined in the planning phase thru technical direction from the EPA WA COR. In such cases, the contractor shall develop draft, interim, and final versions of presentation slides.
- The contractor shall review and evaluate all notes and presentations delivered to EPA to ensure accuracy and technical soundness.
- Synthesize and distribute meeting logistical information such as directions if needed
- Generate meeting logistical materials including signs, name badges, table tents, sign up lists if needed and determined during planning
- Synthesize, do copying, and distributing background information and supporting information sheets in meeting notebooks, as necessary
- Collect speaker presentations and breakout group notes
- Prepare meeting notebooks if needed and determined during planning
- Provide CD-ROMs or jump drives with electronic copies of meeting presentations for use by the speakers during the meetings if needed

1.3 Onsite support

The contractor shall:

- Provide an effective onsite note-taker for meeting-wide documentation. The note-taker shall use contractor-supplied audio recording equipment as needed.
- Provide an on-site logistics coordinator who shall have experience in convening

technical meetings if determined to be necessary during the planning phase.

1.4 Reporting

The contractor shall:

- Prepare and disseminate (via email or other digital media transfer) all the presentation materials from the meetings (PowerPoint Presentations, notes, etc.) to the EPA WA COR and relevant participants.
- Prepare draft(s) and final meeting reports. The first draft shall be due within 1 week of the meeting and the final within 2 weeks of the meeting. The draft meeting report shall be prepared and submitted to the EPA WA COR and relevant meeting participants for review and comment. Contents of the meeting report shall be determined during the planning phase but anticipated to include meeting discussion summaries, meeting handouts, notes, and other documentation which may include a discussion of next progress steps for developing the SSWR research portfolio.

F. Special Reporting

The contractor's Monthly Progress Report shall include a detailed description of any technical direction issued by EPA and accepted by the contractor. The contractor shall maintain a list of all accepted technical direction issued during the WA.

G. Schedule of Deliverables:

Unless otherwise directed by the EPA WA COR in writing, the contractor shall deliver all deliverables electronically in Microsoft Word, Excel, Access, and/or PowerPoint. All due dates below are calendar days, weeks, or months unless otherwise noted.

Task	Tasks / Task Description	Deadlines
	Work Plan	Within 15 calendar days after receipt of work assignment
Task 1: Technical support for the SSWR Scientist-to-scientist stakeholder meeting scheduled March 14-15 2011 in Cincinnati, Ohio.		
	Workgroup planning/preparation meetings as needed	Per technical direction from the EPA WA COR

Task	Tasks / Task Description	Deadlines
	<p>Prepare/provide support for SSWR Stakeholder meeting activity, perform reporting and dissemination of meeting documentation.</p> <p>Prepare draft(s) and final meeting reports.</p>	<p>Meeting scheduled March 14-15, 2011. Deadlines based on workgroup planning and technical direction from the EPA WA COR.</p> <p>The first draft shall be due within 1 week of the meeting and the final within 2 weeks of the meeting.</p>

MANAGEMENT CONTROLS

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction

TRAVEL

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved for the meeting dates: March 14-15, 2011 at the Hilton Cincinnati Netherland Plaza hotel in Cincinnati, Ohio.